

Time-Saving Excel Tips

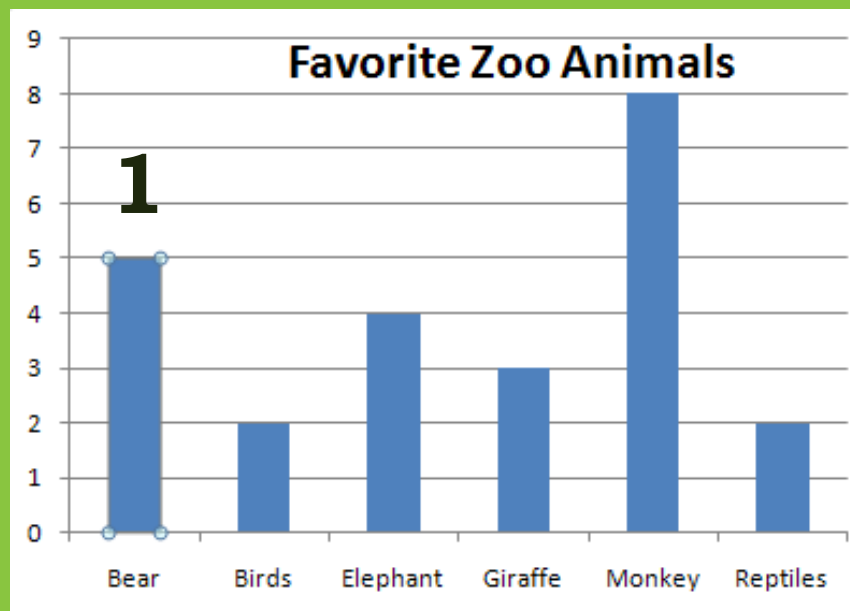
Excel 2007

Non-Mathematical Uses of Excel

Tip 1

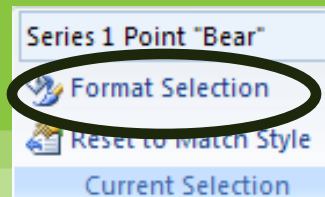
Pictographs

Take 5

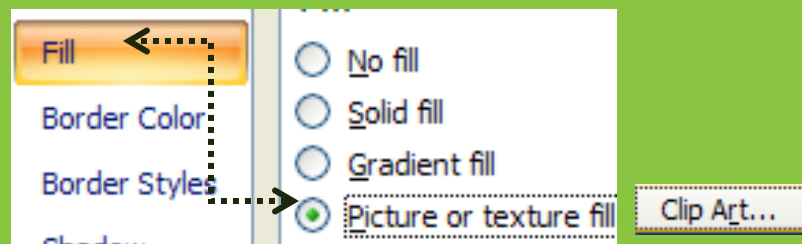


1. Click column

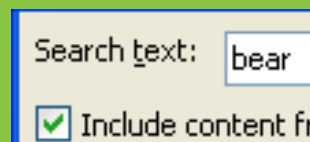
Format



2



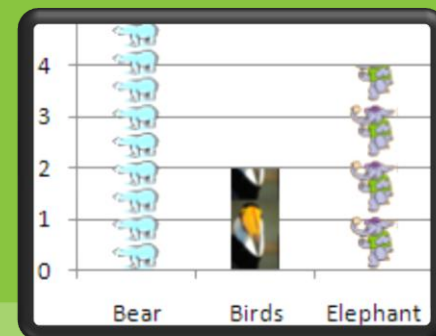
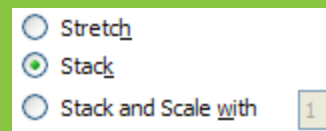
3



4



5



Tip 2

Timelines

Take 5

Thomas Edison Inventions


1					
Automatic recorder					
Telegraph					
Quadruplex Telegraph					
Electric Pen					
Phonograph; carbon transmitter					
1868	1869	1874	1875	1877	2
For legislatures	Various devices	For Western Union; transmitted four messages	Early copying devices	Improvement in phone technology	1

1. Home/Cells/Format Cells/Alignment; wrap text for bottom rows
2. Home/Font/Paint Can

Tip 3

Take 5

If Statement (File: "If Practice")

	A	B	C
2		Students type here	Formula here



=IF(B2="apple","Super!","Sorry")

Key manually



Logical_test	B2="apple"
Value_if_true	"Super"
Value_if_false	Sorry

Insert function wizard

Tip 4

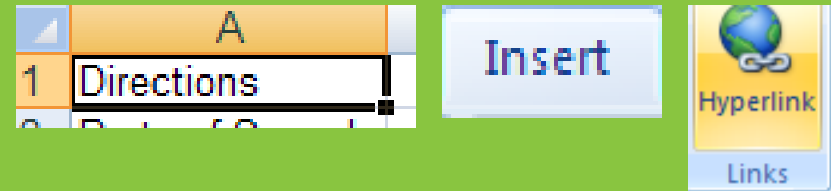
Take 5

Table of Contents--Links

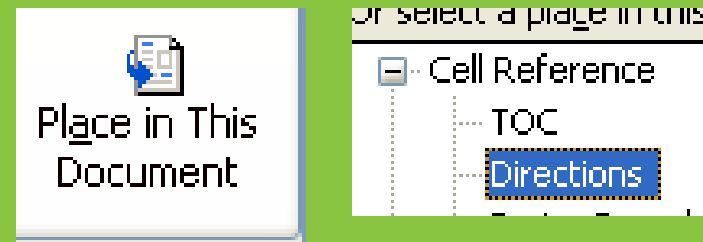
- Make Table of Contents first worksheet (insert a worksheet) (rename worksheets by right mouse clicking on each sheet)



- Key names of each worksheet



- Hyperlink to a place in the document



Tip 5

Take 5

Email File from within Excel

Save file before emailing



Send a copy of the document to other people



E-mail

Send a copy of the workbook in an e-mail message as an attachment.



Create Adobe PDF and Email



Create Adobe PDF and Send for Review



E-mail as PDF Attachment

Send a copy of the workbook in a message as a PDF attachment.